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8-25-47

PMA A-36

UNITED STATES DEPARTMENT OF AGRICULTURE
PRODUCTION AND MARKETING ADMINISTRATION
Washington 25, D. C.

Number 108

October 20, 1947

PMA PROCEDURE TRANSMITTALNOTICES

Reserve

PERSONNEL CHANGES: Effective October 14, 1947, Mr. George L. Prichard is appointed Director of the Fats and Oils Branch.

Effective October 7, 1947, Mr. George Sallee was designated Acting Director of the Marketing Research Branch.

LOST GAO CREDENTIAL CARD: There has been reported the loss at Chicago, Illinois of General Accounting Office credential card No. 1170, with expiration date of June 30, 1948, issued to Robert D. Gray, Clerk. The bearer of such card should not be recognized and if the card is presented it is requested that it be taken up and forwarded to the General Accounting Office.

NEW RELEASES

ADMINISTRATIVE HEADQUARTERS OF ADMINISTRATOR'S FIELDMEN: Revises the NOTICE NO. 73 list of headquarters of Administrator's Fieldmen as Supersedes published in Administrative Notice No. 69. AN No. 69

PMA 113.1, ORGANIZATION OF PMA STATE OFFICES AND PMA STATE Exhibit A COMMITTEES: Exhibit A of this Instruction has been 9-29-47 revised to show the current PMA State Chairmen and Supersedes their office addresses. Remove Exhibit A dated Exhibit A dated 1-15-47. 1-15-47

PMA 125.2 PROCEDURE FOR PROJECTS UNDER THE RESEARCH AND MARKETING 8/19/47 ACT OF 1946: Page 4 revised to add a section on subproject and line project reports. Remove pages 3 and 4 dated 8-19-47 and insert new page 3 dated 8-19-47 and page 4 revised 10-16-47. (Distribution to A; B-(Washington only.)

CHANGES

PMA 101.7 AUTHORITY TO ADMINISTER OATHS OF OFFICE: In para- 8-20-47 graph III, in the designations for the Area Office Cities, add the following:

Cotton Classing Office, , Dallas, Texas

Officer in Charge

Acting Officer in Charge

LIBRARY
CURRENT SERIALS
APR 14 1950

U. S. DEPARTMENT OF AGRICULTURE

OBSOLETE

The following forms are obsolete Existing stocks may be disposed of in accordance with PMA Instruction 456.1.

<u>Obsolete Form</u>	<u>Title</u>	<u>Superseded By</u>
FV-309	CHECKLOADING AGREEMENT	PMA-388
PBO-505	OFFER OF SALE	
PS-29	REGISTRATIONS AT POSTED STOCKYARDS	LS-195
FDA-618 (undated)	APPLICATION FOR REGISTRATION UNDER PACKERS AND STOCKYARDS ACT, 1921	LS-116
FDA-618(Revised 1-6-44)	APPLICATION FOR REGISTRATION UNDER PACKERS AND STOCKYARDS ACT, 1921	LS-116
PMA-166(9-6-46)	REPORT OF CCC LOANS	PMA-166(9-11-47)
PMA-168(9-6-46)	REPORT BY STATES OF SELECTED DATA ON CCC LOANS	PMA-168(9-11-47)
PMA-169(11-5-46)	CHANGE IN CCC INVENTORY	PMA-169(9-11-47)
PMA-222	REPORT OF CCC LOANS(AREA FISCAL OFFICE)	PMA-166(9-11-47)
PMA-223	REPORT BY STATES OF SELECTED DATA ON CCC LOANS (AREA FISCAL OFFICE)	PMA-168(9-11-47)
PMA-224	REPORT ON CHANGE IN CCC INVENTORY	PMA-169(9-11-47)
PMA-339	CHANGE IN CCC INVENTORY	PMA-169(9-11-47)
PBO-2	REQUEST FOR DELIVERY	
SMA-1292	LOADING INSTRUCTIONS	
CCC-342	REPORT OF TOTAL AVAILABILITY	
CCC-108	CONSIGNEE'S RECEIPT	PMA-375
FDA-698	DISTRIBUTION OF DOCUMENTS ON SHIPMENTS RECEIVED IN STORAGE	
FDA-468	IDENTIFICATION CARD	
FSC-1511	INFORMATION FOR VENDORS	
FSC-1512	NOTICE TO DELIVER	
FSC-1519	INFORMATION FOR WAREHOUSEMEN	
FSC-1528	FORWARDING NOTICE AND NON NEGOTIABLE RECEIPT	
FSC-1645	WAREHOUSE SHIPPING REPORT	
FSC-1648	WAREHOUSE INVENTORY	
FSC-1760	STORAGE CONTRACT	
LS-113.1 (Budget Bureau Approval 40-R1542.1 ex- piring 6-30-47)	POSTAL CARD RE WOOL SALES PROCEEDS RECEIVED	LS-113.1 (Budget Bureau Approval 40-R1542.2 ex- piring 12-31-48)
LS-113.2 (Budget Bureau Approval 40-R-1542.1 ex- piring 6-30-47)	POSTAL CARD RE WOOL SALES PROCEEDS RECEIVED	LS-113.2 (Budget Bureau Approval 40-R-1542.2 ex- piring 12-31-48)
PS-2	APPLICATION FOR REGISTRATION UNDER PACKERS AND STOCKYARDS ACT, 1921	

OBSOLETE (Cont'd)

Existing stocks of the obsolete forms listed below may be used until exhausted.

<u>Obsolete Form</u>	<u>Title</u>	<u>Superseded By</u>
TWE-3	INVENTORY SHEET	MF-26
SS-40	" "	MF-26
FDA-393	" "	MF-26
CCC-172	" "	MF-26
NED-102	OFFICE CONTROL SHEET	ACP-227
NED-101	BASIC DATA SHEET	ACP-226
NED-100 and b	RECORD OF CONSERVATION MATERIALS	ACP-225 and b

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HEADQUARTERS OF ADMINISTRATOR'S FIELDMEN

The official headquarters of the Administrator's Fieldmen listed in Administrative Notice No. 69 are hereby revised as follows:

<u>Name</u>	<u>Headquarters</u>	<u>States</u>
Chester P. Downen	Hutton Building 2nd & Washington Sts. P.O. Box 1491 Spokane 8, Washington	Arizona, California, Idaho, Nevada, Oregon, Utah, Washington
Clarence E. Carter	1st Floor, Trust Building Lincoln 1, Nebraska	Colorado, Kansas, Missouri, Montana, Nebraska, North Dakota, South Dakota, Wyoming
Emery E. Jacobs	408 Midwest Building Oklahoma City, Oklahoma	Alabama, Arkansas, Louisiana, Mississippi, New Mexico, Oklahoma, Texas
Elmer F. Druse	202 Old Federal Building Columbus 15, Ohio	Illinois, Indiana, Iowa, Michigan, Minnesota, Ohio, Pennsylvania, Wisconsin
Robert S. Reed	152 Fourth Avenue, North Nashville 3, Tennessee	Florida, Georgia, Kentucky, North Carolina, South Carolina, Tennessee, Virginia, West Virginia
C. Ely Wickham	c/o Ass't Adm. for Production, PMA U.S. Department of Agriculture Washington, D.C.	Connecticut, Delaware, Maine, Maryland, Massachusetts, New Hampshire, New Jersey, New York, Rhode Island, Vermont
Roy J. Jordre	c/o Ass't Adm. for Production, PMA U.S. Department of Agriculture Washington, D.C.	Insular Region

PMA STATE CHAIRMEN

PMA 113.1
EXHIBIT A
Page 1

William B. Crawley
Alabama Polytechnic Institute
Auburn, Alabama

John J. Doles
P. O. Box 8597
University Station
Baton Rouge, Louisiana

G. T. Scott
State College Station
Raleigh, North Carolina

Obed M. Lassen
Union Investment Company Bldg.
415 South First Street
Phoenix, Arizona

Fred J. Nutter
University of Maine
Orono, Maine

John E. Kasper
400 de Lendrecie Bldg.,
P. O. Box 2017
Fargo, North Dakota

Charles C. Willey
108½ West 3rd Street
P. O. Box 2781
Little Rock, Arkansas

J. H. Blandford
University of Maryland
College Park, Maryland

Dale C. Williams, Acting
202 Old Federal Building
Columbus 15, Ohio

E. H. Spoor
P. O. Box 247
2288 Fulton Street
Berkeley 1, California

Harold F. Tompson, Acting
Massachusetts State College
Amherst, Massachusetts

Charles T. Cameron
Etherton Bldg.,
6th & Main Sts.,
Stillwater, Oklahoma

Dewey J. Harman
P. O. Box 579
225 W. Oak Street
Ft. Collins, Colorado

Maurice A. Doan
Cahill Building
200 North Capitol Avenue
Lansing 4, Michigan

E. Harvey Miller
515 S. W. 10th Street
Portland 5, Oregon

Gottfried H. Bahler, Acting
95 Washington Street
Hartford 6, Connecticut

Charles W. Stickney
210 Main Post Office Building
St. Paul 1, Minnesota

Clyde A. Zehner
928 North Third Street
Harrisburg, Pennsylvania

C. E. Ocheltree
Courtney and Academy Sts.,
Newark, Delaware

Charles L. Neill
Masonic Bldg.
1130 West Capitol Street
Jackson 111, Mississippi

Oscar R. Hallene
511 Westminster St.,
Providence 3, R. I.

James L. Love
Seagle Building
Gainesville, Florida

Clarence W. Sheppard
I.O.O.F. Building
10th & Walnut Streets
Columbia, Missouri

Paul Sanders
P. O. Box 660
1615 Hampton Street
Columbia 33, South Carolina

Steven E. Statham
Old Post Office Building
Athens, Georgia

Robert J. McKenna
Armory Building
24 West Mendenhall St.,
Bozeman, Montana

Mark Nelsen
56 Third Street, S. E.
Huron, South Dakota

Alvin J. McCormack
P. O. Box 1539
103 South Ninth Street
Yates Building
Boise, Idaho

Robert L. Green
1st Floor Trust Bldg.
Lincoln 1, Nebraska

L. Carl Fry
152 Fourth Avenue, North
Nashville 3, Tennessee

Lee M. Gentry
Standard Office Building
124-132 S. Water Street
Decatur 12, Illinois

Edward A. Settelmeyer
University of Nevada
Reno, Nevada

Howard T. Kingsbery, Acting
AAA Building
College Station, Texas

L. Marshall Vogler
Big Four Building
105 S. Meridian Street
Indianapolis 9, Indiana

J. Ralph Graham
29 Main Street
Durham, New Hampshire

J. Verne Hopkin
222 S. W. Temple
Old Terminal Building
Salt Lake City 1, Utah

A. J. Loveland
1101 Walnut Street
Des Moines 7, Iowa

Jacob A. Blakeslee
College Farm
New Brunswick, New Jersey

Walter H. Beebe
102 Adams Street
Burlington 14, Vermont

Glenn H. Johnson
Wareham Building
417 - 419 Humboldt Street
Manhattan, Kansas

Cecil V. Hemphill
State College, New Mexico

R. B. Bridgeforth
609 E. Main Street
Richmond 19, Virginia

M. D. Royse
Mill and Maxwell Streets
Lexington 29, Kentucky

Robert J. Howard
Byrne Building
236 W. Genesee St.,
Syracuse 2, N. Y.

Claus W. Peters, Acting
Hutton Building
2nd and Washington Sts.,
Spokane 8, Washington

J. Ward Wood
480 Spruce Street
Morgantown, West Virginia

Walter F. Katterhenry
Oxford Building
14 E. Dayton Street
Madison 3, Wisconsin

R. Lester Crompton
P. O. Box 1211
345 E. Second St.,
Casper, Wyoming

W. N. King, Director
Hawaiian Area Office
416 Dillingham Bldg.
Honolulu 16, T. H.

G. Laguardia, Director
Caribbean Area Office
P. O. Box 4349
San Juan 21, Puerto Rico

PROCEDURE FOR PROJECTS UNDER THE RESEARCH AND MARKETING ACT OF 1946

(III B)

3. Statements for coordinated projects should be prepared jointly by the agencies involved.

4. The title of the RMA subproject should be indicated immediately below that of the RMA work project title on the RMA subproject Statement. (Exhibit A)

5. RMA subproject titles must be indicative of the character of the work to be undertaken but sufficiently broad to include the various line projects.

6. In stating the objectives of the project (6(b) both exhibits A and B) the objective for RMA subprojects should be sufficiently broad to include that of any line project which may be undertaken and the objective for a line project should clearly indicate that it comes within the scope of the objective of the RMA subproject.

7. In specifying the probable duration of the project (no. 11 on both exhibits A and B), the duration may be longer than the current fiscal year but in no case shall the line project be of longer duration than the RMA subproject.

8. If it is contemplated that any substantial costs for printing and binding and penalty mail will be involved during the current fiscal year, these amounts should be separately indicated because they are to be withheld from the total allotment to PMA for the project.

IV ROUTING AND APPROVAL

A. RMA Subproject Statements - When an RMA subproject statement has been prepared, the originating branch will route an original and five copies to the Assistant Administrator for Marketing, and the Assistant Administrator will make one copy available to the Budget and Management Branch for comment. The Budget and Management Branch will forward its copy with comments to the Assistant Administrator. If the Assistant Administrator has no objection to the subproject statement, he will submit it to the Administrator of the Research and Marketing Act for approval. When approval has been obtained and an amount of money determined, the Assistant Administrator will notify the interested branches of PMA, and will forward an approved copy to the Budget and Management Branch as a basis for allotments.

PROCEDURE FOR PROJECTS UNDER THE RESEARCH AND MARKETING ACT OF 1946

(IV)

B. Line Project Statements - When a line project statement has been prepared, the originating branch will submit an original and five copies to the Assistant Administrator for Marketing for his approval. The Assistant Administrator will route a copy to the Budget and Management Branch and this copy together with comments will be returned to the Assistant Administrator. When a line project has been approved, the Assistant Administrator will notify the interested branches of PMA and will furnish an approved copy to the Budget and Management Branch as a basis for any allotment revisions which may be necessary.

V PROGRESS REPORTS

A. Subprojects - The operating branches will from time to time be asked to report on the progress of the work under each subproject. These reports will include cost data on an estimated basis. Although allotments to branches are made by RMA work projects, each branch will in most cases have only one subproject under each RMA work project, and in these cases the fiscal accounts maintained for each allotment will provide the cost data for reporting purposes. For those cases in which a branch has more than one subproject under an RMA work project, the branch is expected to be able to provide reliable estimates of the distribution of the total cost for the RMA work project by the subprojects. These estimates of cost by subprojects will be used for administrative purposes as one of several criteria for evaluating the progress of the work by subprojects.

B. Line Projects - Progress reports on activities under line projects will also be requested at various intervals, but for such reports, estimates of cost will not be required.

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